

Tape Library Entry Procedure

Objective

The objective of this procedure is to eliminate the accidental startup of the SL8500 Tape Library while it is being maintained internally. To enter, one must first complete Lockout/Tagout Level I, (LOTO I), given in New Employee Orientation, and LOTO II (every two years), as well as annually read and fully understand this procedure.

Definitions

LOTO Lock – Lockout/Tagout Lock used specifically for the use of locking out equipment so that it may be safely maintained and/or entered. This lock is red in color and shall only be used for this purpose. This standardized lock can be purchased from the Fermilab Stockroom.

LOTO Tree – Device used specifically to aid in locking out equipment where multiple locks might be used to lock out one piece of equipment or breaker. This could also be used where only one lock is going to be used, but difficult to lock because of the configuration.

Responsibilities

Supervisors up to Division Head - Ensure that employees receive and are current in their training in LOTO I and II, as well as this specific procedure before entering the Tape Library.

Personnel are responsible for compliance to Fermilab's Lockout/Tagout requirements and this procedure as well as their own safe conduct of operations and that of those under their supervision.

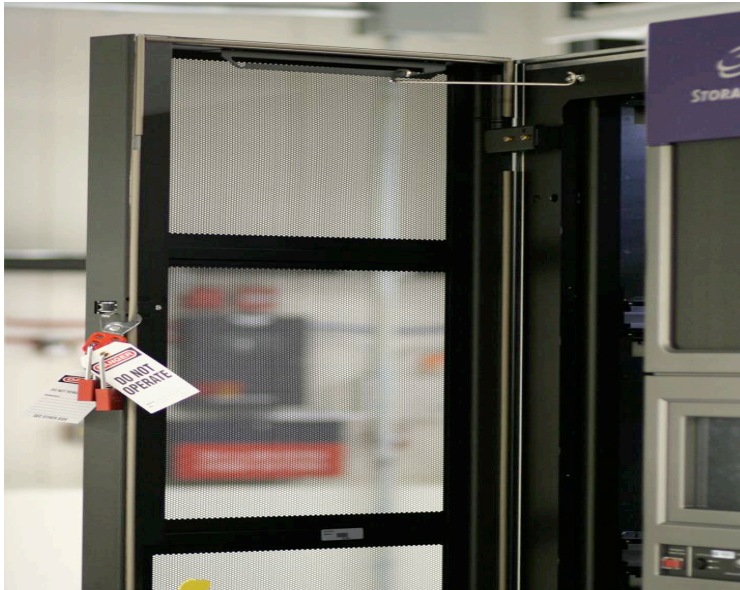
SL8500 Entry Procedure

The SL8500 has interlocks on the doors that turn power off to the internal robotics for maintenance procedures. The door is prevented from casually being closed on the switches that would start up the robot arms. However, the interlock can be defeated by reaching inside the door and pressing the emergency exit handle, releasing the locked outer handle. The doors could then be closed and the robots would activate.

To prevent this from happening, the door must first be locked out by a LOTO trained Fermilab employee by placing a standard LOTO tree in the location of the latch in the door, preventing the door from closing on the activation switches. Attach a "Do not operate" tag to the lock. The Fermilab employee that applied the lock is required to keep the key on their person at all times while the subcontractor is working in the library. Each lock shall only be removed when the

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holder of the key is out of the library and have completed work. No one shall enter the SL8500 without following this procedure.



The LOTO tree and red locks are located in the blue cabinet in the GCC tape library room or in cabinet #3 in FCC Storage room 131. When the task is finished, return your lock and key to the

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cabinet. The last person out of the SL8500 shall secure the door shut and return the LOTO tree and lock to the cabinet.